

# Relief Childcare Practitioner

ANNEX C TO  
PETERBOROUGH SCHOOL  
SAFER RECRUITMENT POLICY

## JOB DESCRIPTION AND PERSON SPECIFICATION FORM

<b>Job description</b>	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	Deliver a high standard of quality care and education for children between the ages of 6 weeks to 5 years, offering an appropriate level of support and stimulation
<b>Line management responsibility for</b>	None
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Ensuring that personal and social needs for all children are met and providing activities with will assist personal and social development.</li> <li>• Reporting to their Team Leader, the Deputy Manager or the Manager any issues regarding Health and Safety.</li> <li>• Ensuring a high standard of care and education for the children at all times.</li> <li>• Delivering the daily activities to children in a professional, fun, stimulating and age appropriate manner.</li> <li>• Completing post-it note observations for key people in order to contribute to their Learning Journals.</li> <li>• Implementing the daily routine consistently and delivering fun, age appropriate activities.</li> <li>• Creating a fun and stimulating environment for the children, setting up for the planned activities and tidying away at the end of the session.</li> <li>• Welcoming parents into the Nursery, helping to settle the children and providing feedback to parents in the absence of the key person or permanent practitioner.</li> <li>• Supervising children throughout all activities, interacting and encouraging their learning, supporting them at meal</li> </ul>

times and encouraging independence skills.

- Attending staff meetings, room meetings and training courses as necessary. These may be outside of the working hours stated above.
- Being punctual each day, arriving before the shift start time.
- Undertaking additional duties and responsibilities from the Team Leader or Managers. For example, cleaning jobs, filing jobs, completing book bags, nappies, etc
- Ensuring inclusion of all children, practitioners, and families at all times.
- Providing a positive role model for other practitioners at all times.
- Developing positive relationships with parents, providing developmental and general daily feedback in a concise and professional manner.
- Working together with other practitioners in all rooms in order for the Nursery to run smoothly and to encourage good team relations.
- Carrying out Meal Times, Outdoor play and extra-curricular activities in a professional and stimulating manner.
- Modelling good practice at all times, providing a positive role model for all children.
- Maintaining confidentiality at all times.
- Flexibility to work in all areas of the Nursery at short notice.
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

<b>Person Specification</b> <b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i> <ul style="list-style-type: none"> <li>English and Mathematics GCSE Grade C or above</li> </ul>	<i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i> <ul style="list-style-type: none"> <li>Level 2 qualification in Early Years</li> <li>Level 3 Early Years Educator</li> <li>First Aid Training</li> <li>Food Hygiene Training</li> <li>Safeguarding Training</li> </ul>	Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>	<i>The categories of work or organisations, types of achievements and activities that would be likely to <b>predict</b> success in the role</i> <ul style="list-style-type: none"> <li>working with young children and the ability to develop the children's learning within the setting</li> <li>knowledge of how to provide care and support for young children</li> </ul>	<i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role</i> <ul style="list-style-type: none"> <li>working within a small team</li> <li>knowledge of the Early Years Foundation Stage</li> <li>experience of working in a Foundation Stage setting</li> </ul>	Contents of the application form  Interview  Professional references

<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• ability to promote positive behaviour</li> <li>• good oral and written communication</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• good observation skills</li> <li>• good ICT skills</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• ability to develop children's learning at an age appropriate level.</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• knowledge and understanding of the Early Years Foundation Stage in order to support children in their learning and development</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• a calm yet firm approach with children</li> <li>• ability to manage their own time</li> <li>• ability to work as part of a team, understanding roles and sharing responsibilities</li> <li>• enthusiasm, resilience and the ability to work under pressure</li> <li>• ability to relate well with children and adults</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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